

STATE OF TEXAS §

COUNTY OF TRAVIS §

|   |   |
|---|---|
| <b>Division Number:</b> 300                               | <b>Program Name:</b> Appraisal Training and Support |
| <b>Org. Code:</b> _____                                   | <b>Legal/Funding Authority:</b> _____               |
| <b>Speed Chart:</b> _____                                 | TGC 791, TEC 8.0002                                 |
| <b>Payee Name:</b> Education Service Center,<br>Region 03 | <b>Payee ID:</b> 17415861495                        |
| <b>ISAS Contract #:</b> <u>3472</u>                       | <b>PO #:</b> <u>35050</u>                           |

## INTERLOCAL COOPERATION CONTRACT

### Section 1.0 PARTIES AND AUTHORITY

This Interlocal Cooperation Contract (ICC) is entered into by and between the Texas Education Agency (Receiving Party) and Education Service Center, Region 03 (Performing Party) pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Chapter 791, of the Texas Government Code which enables state local governments to contract with state agencies for governmental functions and services.

### Section 2.0 STATEMENT OF SERVICES TO BE PERFORMED:

Appendix One, Description of Services, attached hereto, is hereby incorporated by reference and made, therefore, a part of this ICC.

### Section 3.0 TERM OF CONTRACT:

This ICC is to begin 09/01/2015 and shall terminate on 08/31/2016. This ICC may be renewed for two (2) additional one-year terms thereafter by mutual agreement of the Parties in the form of a written amendment.

### Section 4.0 AMOUNT:

The total amount of this ICC shall not exceed: \$25,000.00 for the original term of the ICC.

Appendix Two, Budget, attached hereto, is hereby incorporated by reference and made, therefore, a part of this ICC.

### Section 5.0 PAYMENT FOR SERVICES:

Receiving Party shall pay Performing Party in accordance with the approved budget for the services performed described in this ICC. Receiving Party shall pay for services received from the appropriation item or account from which the Receiving Party would ordinarily make expenditures for similar services or resources. Payments received by the Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditure for the services or resources was made.

Performing Party shall bill Receiving Party monthly for services rendered in accordance with the provisions of the ICC. Performing Party may submit invoices electronically to the following email address: TEAAccountsPayable@tea.texas.gov or the Performing Party can direct invoices to:

Texas Education Agency  
Attn: Accounting Department  
1701 N. Congress Ave.,  
Austin, Texas 78701-1494

Purchases of food are generally prohibited and must be preapproved by the TEA Project Manager. Food purchases must be in accordance with Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, §200.432. Purchases must be necessary and reasonable for the successful performance of the Contract. This applies to both federal and state funded contracts. Website to view the regulations: [http://www.ecfr.gov/cgi-bin/text-idx?SID=f61b41b94d57ed256eb46811a14d243d&mc=true&node=se2.1.200\\_1432&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=f61b41b94d57ed256eb46811a14d243d&mc=true&node=se2.1.200_1432&rgn=div8)

TEA follows the Federal Rate Schedule for reimbursement of meal and lodging expenditures adopted by the State of Texas. Performing Agency shall maintain receipts in accordance with paragraph F of the Contract General Provisions. The Comptroller's website for travel rules and regulations – **texttravel**: <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>. Receipts must be made available for programmatic or financial audit, by TEA and by others authorized by law or regulation to make such an audit, for a period of not less than seven (7) years.

State travel expense reimbursement is not a per diem. Employees and Performing Agency s must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

**Section 6.0 CONTRACT MANAGEMENT:**

**6.1 Notices:** Any notice relating to this ICC, which is required or permitted to be given under this ICC by one party to the other party shall be in writing and shall be addressed to the designated point of contact at the address specified below. The notice shall be deemed to have been given immediately if delivered in person to the recipient's email address specified below. It shall be deemed to have been given on the date of certified receipt if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving party at the address specified below. Registered or certified mail with return receipt is not required for copies.

**6.2 Points of Contact:** The parties shall direct all correspondence, notices, invoices and payments to:

| <b>TEA</b><br>(Receiving Party)                                      | <b>Name</b><br>(Performing Party)                    |
|--|--|
| Tim Regal  | Charlotte Baker                                      |
| Director, Educator Evaluation and Support                            | Deputy Executive Director for Programs and Services  |
| Educator Leadership and Quality                                      | Education Service Center, Region 03                  |
| Texas Education Agency   | 1905 Leary Lane                                      |
| <a href="mailto:Tim.Regal@tea.texas.gov">Tim.Regal@tea.texas.gov</a> | Victoria, Texas 77901                                |
| 1701 N. Congress Avenue, Suite                                       | <a href="mailto:cbaker@esc3.net">cbaker@esc3.net</a> |
| Austin, Texas 78701-1494   | 361-573-0731   |

**Section 7.0 CONTRACT AMENDMENT:**

Any modifications, additions, or deletions, to the specified deliverables or terms and conditions of this ICC, including the allocation of additional funds to the current list of proposed activities, or any extensions of the ICC shall be processed through a written amendment and executed by both parties.

**Section 8.0 ENTIRE CONTRACT:**

This ICC together with the documents mentioned herein and which are incorporated herein by this reference, contains the entire agreement between the parties relating to the rights granted and the

obligations assumed in it. Any oral representations or modifications concerning this contract shall be of no force or effect unless contained in a subsequent amendment executed by both parties.

**8.1 Appendixes:**

- 8.1.1 Appendix One, Description of Services
- 8.1.2 Appendix Two, Budget

**8.2 Attachments:**

Attached hereto and made a part hereof by reference are the documents indicated below with an "X" beside each:

- General Provisions
- Special Provisions A, Program Specific
- Special Provisions B, Debarment (required if utilizing federal funds)
- Special Provisions C, Lobbying (required if utilizing federal funds & over \$100,000)
- Special Provisions D, Historically Underutilized Business Subcontracting Plan (HSP) (required for projects over \$100,000)

Section 9.0 CERTIFICATIONS:

**RECEIVING PARTY** further certifies that it has the authority to receive the above services by authority granted in:

Texas Government Code, Ch. 791, Interlocal Cooperation Act and Texas Education Code, Chapter 8.

**PERFORMING PARTY** further certifies that it has authority to perform the above services by authority granted in:

Texas Government Code, Chapter 791, Interlocal Cooperation Act.

|  |   |
|--|---|
| SUBJECT TO APPROVAL, the authorized representatives of the undersigned parties bind themselves to the faithful performance of this ICC. It is mutually understood that this ICC will be effective on the earliest date shown in Section 3.0.   |   |
| <b>RECEIVING PARTY</b>   | <b>PERFORMING PARTY</b>   |
| <b>TEXAS EDUCATION AGENCY</b>  | Region 3 Education Service Center   |
| Name   | Name  |
| By: <u>Shirley Beaulieu</u><br>Shirley Beaulieu<br>Associate Commissioner Finance/ CFO   | By: <u>Charlotte A. Baker</u><br>Charlotte Baker<br>Deputy Executive Director for Programs & Services |
| Date   | Date  |
| <u>2-2-16</u>  | <u>02-01-2016</u>   |
| Return (3) copies with original signature to:<br><br>Norma Barrera, Director<br>Purchasing, Contracts and Agency Services<br>Texas Education Agency<br>1701 North Congress Avenue, Room 2-125<br>Austin, Texas 78701-1494<br>Or<br>Submit an Electronic Copy to:<br><a href="mailto:TEAcontracts@tea.texas.gov">TEAcontracts@tea.texas.gov</a> |   |

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| <b>TEXAS EDUCATION AGENCY</b>  | Region 3 Education Service Center   |
| Name   | Name  |
| By: <u>Shirley Beaulieu</u><br>Shirley Beaulieu<br>Associate Commissioner Finance/ CFO   | By: <u>Charlotte A. Baker</u><br>Charlotte Baker<br>Deputy Executive Director for Programs & Services |
| <u>2-2-16</u><br>Date  | <u>02-01-2016</u><br>Date   |
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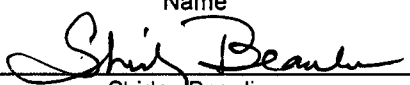
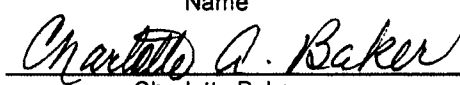
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| Name   | Name  |
| By: <u></u><br>Shirley Beaulieu<br>Associate Commissioner Finance/ CFO  | By: <u></u><br>Charlotte Baker<br>Deputy Executive Director for Programs & Services |
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## **Appendix One DESCRIPTION OF SERVICE**

### **I. Purpose and Objectives:**

The purpose and goal of the Educator Evaluation Support Project is to establish a relationship between the agency and the regional education service center (ESC) to provide local education agencies (LEA's) the professional development and technical assistance needed to endure their successful implementation of the new teacher and principal evaluation and support systems, T-TESS and T-PESS, respectively. The ESC will be responsible for (1) identifying trainers for LEA appraisers and shepherding those trainers through a year-long process to become trainers for the new evaluation and support systems, and (2) training districts that will implement the new teacher and/or principal evaluation systems in the 2016-2017 school year.

In addition, the ESC will provide support and collect feedback from districts in its region that participate in the new evaluation system's refinement year. It is anticipated that the ESC will incur costs outside of its routine functions in order to meet these needs, including substantial training costs, travel costs, materials productions, and costs to support districts in the midst of transitioning to the new system.

### **II. Objectives and Target Outcomes**

#### **Evaluation Systems Appraisers Training**

The evaluation systems appraisers training component makes available funding to provide T-TESS and T-PESS training activities for trainers, potential trainers, and participating LEA's. This component of the contract requires the ESC to meet the following goals:

- Build a cohort of effective trainers to assist with the training needs for the 2016-2017 school year;
- Provide timely and effective training with fidelity to LEA appraisers participating in T-TESS and/or T-PESS during the 2016-2017 school year; and
- Throughout feedback, assist the agency and the state evaluation hub with building and refining training materials that better serve the needs of LEA's.

#### **Refinement Year District Support**

The refinement year district support component makes available funding to provide training and technical assistance to LEA's implementing T-TESS and/or T-PESS during the 2015-2016 school year. This component of the contract requires the ESC to meet the following goals:

- Contacting districts and responding to their implementation needs; and
- Contacting participating educators and responding to their professional development needs.

### **III. Project Expectations**

The ESC will participate with TEA and the state evaluation hub in the successful training and support of LEA's that implement T-TESS and/or T-PESS up to and through the 2016-2017 school year. The following are the project expectations for the ESC.

- The ESC and its trainers will deliver T-TESS and T-PESS trainings and fidelity, adhering to and thoroughly communicating the purpose and process of T-TESS and T-PESS.
- The ESC and its trainers will not remove or substitute portions of the training materials for T-TESS and T-PESS and will deliver with fidelity the content of each training.
- The ESC will provide training attendees with the necessary printed materials for T-TESS and T-PESS training sessions, including refresher trainings and on-day trainings.
- The ESC will designate a lead trainer for the ESC who will be responsible for:

- Communicating with TEA, the state evaluation hub, and other certified trainers within the ESC's region;
- Ensuring the quality of training with the region;
- Coaching and mentoring trainers, calibrating trainers on training materials, and responding to participant feedback to provide additional support to trainers, as needed;
- Maintaining and providing to the state evaluation hub an accurate database of the region's trainers;
- Identifying and communicating strengths and needs of the appraisal systems, as a means of establishing statewide refinements options, during state appraisal video conferences and in-person meetings;
- Participating in statewide network meetings, including virtual and web-based forums;
- Establishing regional process for providing technical assistance to districts in both the planning and implementation phases; and
- Verifying and submitting training, portal account rosters, and other relevant data in a timely manner.
- The ESC will provide and/or disseminate updates to the region's trainers on all information relevant to T-TESS and T-PESS training in a timely manner.
- The ESC will provide, as needed, overviews of T-TESS and T-PESS to districts within the region prior to their implementation to T-TESS and/or T-PESS so that such districts can appropriately plan for successful implementation during the 2016-2017 school year.
- The ESC will provide support to LEA's implementing T-TESS and/or T-PESS, which could include, as needed:
  - Additional training and support for staff hired mid-year;
  - Additional support for appraisers struggling to implement T-TESS and/or T-PESS;
  - Providing support and/or training in areas such as coaching or conferencing to support/strengthen the implementation of T-TESS/T-PESS; and
  - Hosting or facilitation regional meetings for T-TESS and/or T-PESS districts that provide support, training, calibration, or otherwise strengthen the implementation of T-TESS and/or T-PESS.

Progress reports will be submitted the 15<sup>th</sup> day following the close of each reporting period.

Quarterly reporting periods for this project are as follows:

- September 1, 2015 – November 30, 2015; Report Due December 15, 2015
- December 1, 2015 - February 28, 2016; Report Due March 15, 2016
- March 1, 2016 - May 31, 2016; Report Due June 15, 2016
- June 1, 2016 – August 31, 2016; Report Due September 15, 2016

#### IV. Funding

Funding to the ESC is based on a formula that takes into consideration the total number of students in anticipated T-TESS districts, the total number of campuses in anticipated T-PESS districts, and adjustment for diseconomies of scale. Subtracted from that number is the amount the ESC has already received to support this project in the form of grants awarded during the 2013-2014 and 2014-2015 school years.

|                                      |        |
|--------------------------------------|--------|
| Total Amount Awarded                 | 80,535 |
| Amount Awarded in 2013-2014 Grant    | 45,870 |
| Amount Awarded in 2014-2015 Grant #1 | 34,665 |
| Amount Awarded in 2014-2015 Grant #2 |        |
| Remaining Award/Contract Amount      | 25,000 |

The staff member(s) listed in the tables below will direct the overall project throughout the duration of the contract, and/or will coordinate major activities during each phase of the project in fulfillment of the contract.

| Educator Evaluation Support Project                 |                    |                 |
|---|--------------------|-----------------|
|   | T-ESS              | T-PESS          |
| ESC project administrator and primary TEA Contract: | Cindy Marshall     | Charlotte Baker |
| Project administrator's email address:              | cmarshall@esc3.net | cbaker@esc3.net |
| Project administrator's phone number:               | 361-573-0731       | 361-573-0731    |

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## Contract Terms and Conditions

- A. Definitions as used in these Contract Terms and Conditions:**
- *Contract, Interlocal Cooperation Contract, ICC* means the entire document, and all of TEA's attachments, appendices, schedules, exhibits (including but not limited to the Terms and Conditions and Attachments), amendments and extensions of or to the Interlocal Cooperation Contract
  - *Receiving Agency* means the Texas Education Agency, TEA or Party other than Performing Agency
  - *Performing Agency* means the Party to this Contract or Contractor other than TEA
  - *Project Manager/Administrator* means the respective person(s) representing TEA or Performing Agency, as indicated by the Contract, for the purposes of administering the Contract Project
  - *Contract Project* means the purpose intended to be achieved through the Contract
  - *Amendment* means a contract document used to formalize revisions to the Contract mutually agreed to by both Parties
- B. Contingency:** The Contract, including any amendments, extensions or subsequent contracts are executed by TEA contingent upon the availability of appropriated funds by legislative act. Notwithstanding any other provision in this Contract or any other document, this Contract is void upon the insufficiency (in TEA's discretion) or unavailability of appropriated funds. In addition, this Contract may be terminated by TEA at any time for any reason upon notice to Performing Party. Expenditures and/or activities for which Performing Party may claim reimbursement shall not be accrued or claimed subsequent to receipt of such notice from TEA.
- C. Indemnification:** For local educational agencies (LEAs), regional education service centers (ESCs), institutions of higher education (IHEs), and state agencies; Performing Party, to the extent permitted by law, shall hold TEA harmless from and shall indemnify TEA against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of Performing Party in performance of the Contract Project.
- D. Subcontracting and Substitutions:** Performing Party shall not assign, transfer or subcontract any of its rights or responsibilities under this Contract without prior formal written amendment to this Contract properly executed by both TEA and Performing Party. Substitutions are not permitted without written approval of the TEA Project Manager.
- E. Encumbrances/Obligations:** All encumbrances, accounts payable, and expenditures shall occur on or between the beginning and ending dates of this Contract. All goods must have been received and all services rendered during the Contract period in order for Performing Party to recover funds due. In no manner shall encumbrances be considered or reflected as accounts payable or as expenditures.
- F. Records Retention and the Right to Audit:** Performing Party shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Performing Party in connection with the Contract Project. These records and accounts shall be retained by Performing Party and made available for programmatic or financial audit by TEA and by others authorized by law or regulation to make such an audit for a period of not less than seven (7) years from the date of completion of the Contract Project or the date of the receipt by TEA of Performing Party's final claim for payment or final expenditure report in connection with this Contract, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed.
- The Parties acknowledge the state Auditor's authority to conduct audits of state agencies under Chapter 321, Texas Government Code. TEA reserves the right to monitor and audit the Performing Party's compliance with the requirements of this Contract.
- G. Information Security Requirements: FERPA. Access to Confidential TEA Information.** Performing Party represents and warrants that it will take all necessary and appropriate action within its abilities to safeguard Confidential Information and to protect it from unauthorized disclosure. Whenever communications with Performing Party necessitate the release of Confidential TEA Information, additional TEA Confidential forms will need to be signed by each individual who will require access to or may be exposed to that information. If Contractor discloses any TEA confidential information to a subcontractor or agent, Contractor will require the subcontractor or agent to comply with the same restrictions and obligations as are imposed on Contractor. Whenever communications with Contractor necessitate the release of Confidential TEA Information, additional TEA Confidential forms will need to be signed by each individual who will require access to or may be exposed to that information. Contractor shall access TEA's systems or Confidential TEA Information only for the purposes for which it is authorized. TEA reserves the right to review the Contractor's security policy to ensure that any data that is on the Contractor's servers is secure. Contractor shall cooperate fully by making resources, personnel, and systems access available to TEA and TEA's authorized representative(s).
- Contractor shall ensure that any TEA Confidential Information in the custody of Contractor is properly sanitized or destroyed when the information is no longer required to be retained by TEA or Contractor in accordance with this Contract. Electronic media used for storing any Confidential TEA Information must be sanitized by clearing, purging or destroying in accordance with such standards established by the National Institute of Standards and Technology and the Center for Internet Security. These standards are also required if the Contractor is collecting,

maintaining, or analyzing data gathered, collected, or provided under this Contract. Contractor must maintain a record documenting the removal and completion of all sanitization procedures with the following information:

- 1) Date and time of sanitization/destruction
- 2) Description of the item(s) and serial number(s) if applicable
- 3) Inventory number(s)
- 4) Procedures and tools used for sanitization/destruction

No later than sixty (60) days from contract expiration or termination or as otherwise specified in this Contract, Contractor must complete the sanitization and destruction of the data and provide to TEA all sanitization documentation.

#### **FERPA**

All information gathered, produced, derived, obtained, analyzed, controlled or Accessed by Performing Party in connection with this Contract ("Confidential Information") shall be and remain Confidential Information and shall not be released or disclosed by Performing Party without the prior written consent of the TEA, which consent must specifically identify the Confidential Information to be disclosed by Performing Party and the nature of the disclosure for which consent is sought.

Performing Party, its employees and subcontractor's, agree that in executing tasks on behalf of the TEA, they will not use any student-identifying information in any way that violates the provisions of FERPA, and will destroy or return all student-identifying information within sixty (60) days of project completion. Performing Party also agrees not to disclose any information to which it is privy under this Contract without the prior consent of the agency.

#### **Access to Internal TEA Network and Systems**

As a condition of gaining remote access to any internal TEA network and systems, Contractor must comply with TEA's policies and procedures. TEA's remote access request procedures will require Contractor to submit TEA Applicable Access Request forms for TEA's review and approval. Remote access technologies provided by Contractor must be approved by TEA's Information Security Officer. TEA, in its sole discretion, may deny network or system access to any individual that does not complete the required forms. Contractor must secure its own connected systems in a manner consistent with TEA's requirements. TEA reserves the right to audit the security measures in effect on Contractor's connected systems without prior warning. TEA also reserves the right to immediately terminate network and system connections not meeting such requirements.

#### **Disclosure of Security Breach**

Contractor shall provide notice to TEA's Project Manager and TEA's Information Security Officer as soon as possible following Contractor's discovery or reasonable belief that there has been unauthorized use, exposure, access, disclosure, compromise, modification, or loss of sensitive or confidential Comptroller information ("Security Incident"). Within twenty-four (24) hours of the discovery or reasonable belief of a Security Incident, Contractor shall provide a written report to TEA's Information Security Officer detailing the circumstances of the incident which includes at a minimum:

- 1) Description of the nature of the Security Incident
- 2) The type of TEA information involved
- 3) Who may have obtained the information
- 4) What steps Contractor has taken or will take to investigate the Security Incident
- 5) What steps Contractor has taken or will take to mitigate any negative effect of the Security Incident
- 6) A point of contact for additional information

Each day thereafter until the investigation is complete, Contractor shall provide TEA's Information Security Officer with a written report regarding the status of the investigation and the following additional information as it becomes available:

- 1) Who is known or suspected to have gained unauthorized access to TEA information
- 2) Whether there is any knowledge if TEA information has been abused or compromised
- 3) What additional steps Contractor has taken or will take to investigate the Security Incident
- 4) What steps Contractor has taken or will take to mitigate any negative effect of the Security Incident
- 5) What corrective action Contractor has taken or will take to prevent future similar unauthorized use or disclosure

Contractor shall confer with TEA's Chief Information Security Officer regarding the proper course of the investigation and risk mitigation. TEA reserves the right to conduct an independent investigation of any Security Incident, and should TEA choose to do so, Contractor shall cooperate fully by making resources, personnel, and systems access available to TEA and TEA's authorized representative(s). Subject to review and approval of TEA's Information Security Officer, Contractor, at its own cost, shall provide notice that satisfies the requirements of applicable law to individuals whose personal, confidential, or privileged data were compromised or likely compromised as a result of the Security Incident. If TEA, in its sole discretion, elects to send its own separate notice, then all costs associated with preparing and providing notice shall be reimbursed to TEA by Contractor. If Contractor does not reimburse such costs within thirty (30) days of TEA's written request, then TEA shall have the right to collect such costs.

- H. Point of Contact and Escalation:** All notices, reports and correspondence required by this Contract shall be in writing and delivered to the TEA Project Manager listed in 6.2 of this ICC. Within thirty (30) days of execution of a contract, the respective Parties will designate the next level of personnel within each organization to address conflicts or ambiguity that cannot be resolved at the Project Manager level.
- I. Dispute Resolution:** The parties agree to use good-faith efforts to resolve questions, issues, or disputes of any nature that may arise under or by this Contract; provided, however nothing in this paragraph shall preclude either party from pursuing any remedies as may be available under Texas law.
- J. Compliance with Laws:** Performing Party shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting Performing Party's performance, including if applicable, prompt payment and licensing laws and regulations. For the entire duration of the Contract, Performing Party shall maintain all required licenses, certifications, and any other documentation necessary to perform this Contract. When required or requested by the Agency, Performing Party shall furnish TEA with satisfactory proof of its compliance with this provision.
- K. Governing Law:** This Contract is governed by and construed under and in accordance with the laws of the State of Texas. Any and all obligations under this Contract are due in Travis County and venue is proper only in such county.
- L. Federal Regulations Applicable to All Federally Funded Contracts:** The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office. Website: [http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- M. Public Information:** Parties acknowledge they are subject to the provisions of the Texas Public Information Act.
- N. Assignment:** No assignment of this Contract or of any right accruing hereunder shall be made, in whole or part, by Performing Party without prior consent of TEA.
- O. Excluded Parties List System:** The Texas Education Agency and the Performing Party must adhere to the directions provided in the President's Executive Order (EO) 13224, Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism. That Executive Order prohibits any transaction or dealing by United States persons, including but not limited to the making or receiving of any contribution of funds, goods, or services to or for the benefit of those persons listed in the General Services Administration's Excluded Parties List System (EPLS) which may be viewed on the System for Award Management (SAM) site at <http://www.sam.gov>.
- P. Press Releases:** Performing Party will not make any press releases, public statements, or advertisement referring to the Project or the engagement of Performing Party in connection with the Project, or release any information relative to the Project for publication, advertisement or any other purpose without the prior written approval of TEA.
- Q. Independent Contractor:** Performing Party shall serve as an independent Contractor in providing services under this Contract. Performing Party's employees are not and shall not be construed as employees or agents of the Texas Education Agency.
- R. Termination:** This Contract shall terminate upon full performance of all requirements contained in this Contract, unless otherwise extended or renewed as provided in accordance with the Contract terms and conditions.
- 1. Termination for Convenience:** TEA may terminate this Contract at any time, in whole or in part, without penalty, by providing fifteen (15) calendar days advance written notice to the other Party. In the event of such a termination, the Performing Party shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination. TEA shall be liable for reimbursing only those expenses incurred by the Performing Party that are permitted, properly performed under this Contract and were incurred prior to the effective termination date.
  - 2. Termination for Cause/Default:** If the Performing Party fails to provide the goods or services contracted for according to the provisions of the Contract, or fails to comply with any of the terms or conditions of the Contract, TEA may, upon written notice of default to the Performing Party, immediately terminate all or any part of the Contract. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law or under the Contract.  
  
TEA may exercise any other right, remedy or privilege which may be available to it under applicable law of the state and any other applicable law or may proceed by appropriate court action to enforce the provisions of the Contract, or to recover damages for the breach of any agreement being derived from the Contract. The exercise of any of the foregoing remedies will not constitute a termination of the Contract unless TEA notifies the Performing Party in writing prior to the exercise of such remedy.  
  
The Performing Party shall remain liable for all covenants and indemnities under the Contract. The Performing Party shall be liable for all costs and expenses, including court costs, incurred by TEA with respect to the enforcement of any of the remedies listed herein.

3. **Termination Due to Changes in Law:** If federal or state laws or regulations or other federal or state requirements are amended or judicially interpreted so that either Party cannot reasonably fulfill this Contract and if the Parties cannot agree to an amendment that would enable substantial continuation of the Contract, the Parties shall be discharged from any further obligations under this Contract.
  4. **Rights upon Termination or Expiration of Contract:** In the event that the Contract is terminated for any reason, or upon its expiration, TEA shall retain ownership of all associated work products and documentation obtained from the Performing Party under the Contract.
  5. **Survival of Terms:** Termination of the Contract for any reason shall not release the Performing Party from any liability or obligation set forth in the Contract that is expressly stated to survive any such termination or by its nature would be intended to be applicable following any such termination, including the provisions regarding confidentiality, indemnification, transition, records, audit, property rights, dispute resolution, and invoice and fees verification.
- S. Amendments:** All Amendments to this Contract will be in a manner as prescribed by the Agency Contracting Process and are, subject to Paragraph B of the Terms and Conditions and will be made on AMENDMENT TO TEXAS EDUCATION AGENCY INTERLOCAL COOPERATION CONTRACT form. All Amendments will be initiated by the TEA Contracts staff. An Amendment to this Contract will become effective on the date of signature of TEA or the effective date shown on the Amendment document whichever is first.
1. The Contractor is permitted to reallocate up to a cumulative 10% of the total budget among direct cost categories to meet unanticipated requirements without the issuance of a written Amendment as long as the total budget amount does not change. However, a revised budget document must be preapproved by the TEA Project Manager before the making the changes. Once approved, the documents must be submitted to the Contracts office for incorporation into the Contract file. Failure to submit the budget documents will result in invoices being rejected or payment delayed.
  2. Written Amendments are required for the following Contract changes:
    - a. Any revision which would result in the need for additional funding;
    - b. Any revision to the scope of work, deliverables, or objectives of the Contract
    - c. A request to extend the period of the Contract;
    - d. Cumulative transfers among direct cost categories which exceed or are expected to exceed 25 percent of the current total approved budget category;
    - e. Any reduction of funds or reduction in the scope of work;
    - f. Whenever a line item within a class/object code is added;
    - g. An increase in the quantity of capital outlay item(s) requested; and
    - h. An increase or decrease in the number of positions charged to Contract.

- T. Electronic and Information Resources Accessibility Standards and Reporting:** State agencies shall procure products which comply with the State of Texas Accessibility requirements for Electronic Information Resources specified in 1TAC Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.

Section 508 of the US Rehabilitation Act of 1973 has been revised and adopted. Therefore, all current and potential Contractors are hereby notified of the requirement. The current technical requirements for accessibility contained within this regulation form the basis for our Texas TAC rules on EIR Accessibility.

This refresh of 508 uses the WCAG 2.0 AA Accessibility Guidelines (also ISO/IEC standard 40500) as the new technical standard that Federal agencies are now required to meet when procuring products and services. With the adoption of 508 requirements being adopted, DIR will be modifying the TAC rules to synchronize with it.

Given this coming change, all Texas agencies and institutions of higher education have begun using or specifying WCAG 2.0 AA guidelines for the design of new websites or web applications. The rationale is twofold:

1. It could be technically difficult and expensive to bring these websites/applications to WCAG 2.0 AA later. WCAG 2.0 AA is a superior, more flexible standard and is in use all over the world. If a website is compliant with WCAG 2.0 AA, it will, by default comply with our current TAC rules on EIR Accessibility.

Web development Contractors should already be familiar with designing to this standard, and their ability to meet these standards should be a strong consideration in the selection process. The free online resources listed below are available to assist developers and content producers in transitioning to these guidelines.

[WCAG 2.0 at a glance](#)

[IBM Developer Guidelines Web Checklist](#)

[Webaim.org Accessibility Checklist](#)

Contractor must employ real users with disabilities for manual testing. Contract is required to provide a report that will include the results of auto-testing, screen-by-screen assessments, pass/fail status for each of the identified compliance standards to be met and recommendations for how to repair the screens/pages that do not meet the standards. Remediation recommendations shall be provided to the code level. The report should include documentation of the experience of real users with disabilities and may recommend techniques for

improving the usable accessibility of the application. Awarded Vendor shall validate, by title, if all accessibility requirements have been met.

All websites must follow Federal 508 accessibility requirements and Web Content Accessibility Guidelines (WCAG) 2.0 AA standards and be tested for accessibility before acceptance by TEA. For sites developed outside of TEA, the contractor must contract with a third party with expertise and a proven track record in accessibility testing. The third party must evaluate the site and produce a report that verifies the site is compliant to (WCAG) 2.0 AA.

- U. Intellectual Property Ownership:** Contractor agrees that all Works are, upon creation, works made for hire and the sole property of TEA. If the Works are, under applicable law, not considered works made for hire, Contractor hereby assigns to TEA all worldwide ownership of all rights, including the Intellectual Property Rights, in the Works, without the necessity of any further consideration, and TEA can obtain and hold in its own name all such rights to the Works. Contractor agrees to maintain written agreements with all officers, directors, employees, agents, representatives and subcontractors engaged by Contractor for the Contract Project, granting Contractor rights sufficient to support the performance and grant of rights to TEA by Contractor. Copies of such agreements shall be provided to TEA promptly upon request.

Contractor warrants that (i) it has the authority to grant the rights herein granted, (ii) it has not assigned or transferred any right, title, or interest to the Works or Intellectual Property Rights that would conflict with its obligations under the Contract, and Contractor will not enter into any such agreements, and (iii) the Works will be original and will not infringe any intellectual property rights of any other person or entity. These warranties will survive the termination of the Contract. If any preexisting rights are embodied in the Works, Contractor grants to TEA the irrevocable, perpetual, non-exclusive, worldwide, royalty-free right and license to (i) use, execute, reproduce, display, perform, distribute copies of, and prepare derivative works based upon such preexisting rights and any derivative works thereof and (ii) authorize others to do any or all of the foregoing. Contractor agrees to notify TEA on delivery of the Works if they include any such preexisting rights. On request, Contractor will provide TEA with documentation indicating a third party's written approval for Contractor to use any preexisting rights that may be embodied or reflected in the Works.

Contractor agrees, at Contractor's expense, to indemnify, hold harmless and defend TEA and the State from claims involving infringement of third parties' licenses, trademarks, copyrights or patents.

**For Colleges and Universities:** The foregoing Intellectual Property Ownership provisions apply to any colleges and universities and their employees, agents, representatives, consultants, and subcontractors; provided, that for all Works created or conceived by colleges or universities under the Contract, they are granted a non-exclusive, non-transferable, royalty-free license to use the Works for their own academic and educational purposes only. Colleges and universities are prohibited, however, from advertising, offering for sale, selling, distributing, publicly displaying, publicly performing, or reproducing the Works, or making derivative works from the Works that are created or conceived under this Contract, without the express written permission of TEA Legal Division.

- V. Criminal Background Checks:** If during the term of this Contract, Contractor, and/or Contractor staff, or subcontractor have access to Texas public school campuses, all Contractor and/or Contractor's staff must submit to a national criminal history record information review (includes fingerprinting) and meet all eligibility standards and criteria as set by Agency before serving in assignments on behalf of the Agency. This requirement applies to all individuals who currently serve or will serve in Agency assignments that have the possibility of direct contact with students. Assignments are contingent upon meeting Agency eligibility standards. Contractor and/or any staff member of Contractor who may perform services under this contract must complete this criminal history review before the beginning of an assignment. If said individuals have not completed this requirement or the review results in a determination that Contractor is not eligible for assignment, this Contract will be terminated effective immediately or the date of notice of non-eligibility, whichever is earliest.

**Appendix Two: TASK ACTIVITY/BUDGET**  
**For period starting 9/01/2015 and ending 08/31/2016**

**SCHEDULE OF TASK COMPLETION**

Title of Proposed Project: Appraisal Training and Support

Proposer Organization (Name): Enter ESC Name Here

Beginning and Ending Dates: September 1, 2015 to August 31, 2016

| Task/Activity/Numbers  | Projected Completion Date and Cost by Task |                                   |          |
|--|--|-----------------------------------|----------|
|  | Completion Date/Billing Cycle FY2016       | FY2016 Budget 10/01/15 - 08/31/16 | Total    |
| <b>Task #1: Appraisal System ESC Personnel Costs</b>   |  |                                   |          |
| Personnel costs for ESC staff members supporting districts that implement new state appraisal systems  | Monthly                                    | \$22,600                          | \$22,600 |
| <b>Task #2: District Training</b>  |  |                                   |          |
| Training costs to orient, support, plan with and prepare districts for the new state appraisal systems, including costs to train appraisers on the new systems | Monthly, when applicable                   | \$2,400                           | \$2,400  |
|  |  | \$25,000                          | \$25,000 |

**Summary of Budgeted Expenditures:**

|                        |                 |
|------------------------|-----------------|
| 1. ESC Personnel Costs | \$22,600        |
| 2. Training Costs      | \$2,400         |
|                        | <b>\$25,000</b> |